

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

SCHEDULE  
NO. C-544

PAGE  
NO. 1 of 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

Baltimore City Police Department		Crime Laboratory
AGENCY		DIVISION
Item No.	Description	Retention
1.	<p><u>SUPERSEDES SCHEDULE C-543</u></p> <p><u>LABORATORY CASE RECORDS</u></p> <p>A folder containing all or some of the following records is established for each crime investigation which utilizes laboratory services:</p> <p>Laboratory Report (Controlled Dangerous Substances) Laboratory Report Report of Firearms Examination Chain of Evidence Custody Property Receipt Request for Photographic Services Request for Examination Mobile Unit &amp; Preliminary Fingerprint Report "Police Department" Letterhead Report of the FBI Laboratory Fingerprint Card Bullet Work Sheet Latent Fingerprint Lift Card Photographic Negative</p>	Retain for three (3) years, then destroy.
2.	<p><u>INTOXICATED DRIVING CASE RECORDS</u></p> <p>A folder containing all or some of the following records is established for each suspect intoxicated driving case which requires laboratory services:</p> <p>Test Record Advice of Rights To a Chemical Test Officer's Certification of Driver's Refusal to Submit to a Chemical Test Officer's Observation Report at Scene Results of Chemical Test Breathalyzer Operational Check List Alcohol Analysis - Medical Personnel Payment Authorization</p>	Retain for three (3) years, then destroy.

Schedule Approved by Department,  
Agency, or Division Representative

Schedule Authorized by  
Hall of Records Commission

3/22/84  Director

Date State Archivist